



NORTH CAROLINA A&T STATE UNIVERSITY

CHAPTER 300 – ACADEMIC AFFAIRS

UNIVERSITY POLICY 312, INTERNATIONAL TRAVEL

SECTION 312.1 POLICY STATEMENT

In support of North Carolina Agricultural & Technical State University’s (“N.C. A&T” or “University”) mission, the University (1) recognizes that international endeavors are critical; (2) respects the academic freedom of all students, faculty, and staff to pursue international research, educational activities, and service where appropriate; and (3) understands that important work may sometimes take place in international locations that pose health, safety, and security risks. Although the University recognizes that travelers have significant responsibility for their own health, safety, and security, it also has an institutional interest in supporting the health, safety, and security of travelers while they are undertaking the University’s mission.

SECTION 312.2 PURPOSE

The purpose of this policy is to establish processes and procedures for university-related international travel.

SECTION 312.3 SCOPE

This policy governs all international travel that is University-sponsored or University-related. It applies to all University faculty, staff, students, and authorized volunteers of the University while traveling as part of any University-Affiliated International Travel (UAIT), regardless of the funding source, including individuals and groups of students participating in for-credit academic study-abroad experiences. This policy also applies to university travel that involves research, scholarship, or creative activity.

SECTION 312.4 DEFINITIONS

- (1) “Affiliate” means a person or entity officially associated with North Carolina A&T State University through employment, student, alumni, emeritus, Memorandum of Understanding (MOU), grant, or other formal agreements.
- (2) “Approved Travel Locations” means regions designated by the U.S. Department of State as Level 1 and Level 2 Lower-Risk travel locations and Level 3 Moderate-Risk locations and Level 4 High-Risk locations that require approval from the Vice Provost of Undergraduate Education that are not near “Do not Travel” locations.
- (3) “Authorized Volunteers” means individuals who are excluded from the definition of Members and Affiliates of the University Community; who accompany a university group

at the request of the University-Affiliated executive leading the group for the purpose of enhancing the group's experience based on their subject matter, linguistic skill, or geographical knowledge.

- (4) "Direct Study Abroad Program" means a program where a student identifies a UAIT program provider with which to enroll directly in classes as a visiting student abroad. Host universities work with program providers to directly involve N.C. A&T under a third-party billing arrangement for N.C. A&T students studying abroad, enabling students to use their N.C. A&T financial aid and scholarships to pay the provider.
- (5) "Exchange Study Abroad Program" means an established relationship that N.C. A&T has with a university abroad or third-party provider that facilitates an international student coming to N.C. A&T and a N.C. A&T student attending the international student's university. The exchange allows each student to pay tuition and fees at their home institutions while they swap study locations.
- (6) "Faculty/Staff-Led Study Abroad Programs" means short-term international experiences (for credit or not-for-credit) led by University-Affiliated full-time, permanent faculty or staff members which require an application approval process from the Office of International Affairs and through the Office of the Provost.
- (7) "Faculty/Staff-Led Research Activities" means Faculty/Staff-Led international research experiences that provide opportunities for students or groups of faculty/staff to study, explore, or complete research abroad. The experience may involve the lead faculty/staff member being onsite for some portions, while not onsite for other portions. This allows faculty/staff leader to travel with students/faculty/staff for a portion of their research or creative engagement activities, but not necessarily be present for the entire abroad activity. The research experiences may be grant funded but should have a university approved MOU with the international institution in place.
- (8) "High Risk Activities" means activities determined by the University to be dangerous, and includes but not limited to the following: hiking through dangerous terrain, bungee jumping, range shooting, motor boating, water skiing, jet skiing, parasailing, cliff diving, sky diving, hang gliding, scuba diving, mountain climbing, zip lining, handling wild animals when not part of research, etc.
- (9) "Member" means all trustees, members of the Board of Directors, Senior Executives, and employees of North Carolina A&T State University.
- (10) "Office of Foreign Assets Control (OFAC)" is part of the US Department of the Treasury. OFAC administers and enforces economic and trade sanctions based on US foreign policy and national security goals against targeted foreign countries and regimes, terrorists, international narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, and other threats to the national security, foreign policy, or economy of the United States.

- (11) “Other International Travel” includes but is not limited to business travel (conference & presentations), research abroad activities, international exchange visits, exploratory visits, and international partnership development where travel must be directly beneficial to the University.
- (12) “Out-of-Country International Travel” means travel beyond the boundaries of one’s own country, travel outside of the contiguous states and US territories, and travel to a foreign country or between foreign countries, including Alaska, Hawaii, the Commonwealth of Puerto Rico, The Northern Mariana Islands, and the territories and possessions of the United States.
- (13) “Overseas Security Advisory Council (OSAC)” is a federal advisory committee through which study abroad participants can obtain information about specific destinations. OSAC has a US government charter to promote security cooperation worldwide between American business and private sector interests and the US Department of State. Information can be found at www.osac.gov.
- (14) “Risk Management” means the process of identifying, assessing, controlling, mitigating, and/or avoiding risks to the University and all individuals on University-Affiliated International Travel.
- (15) “Renewal Proposal” means a Faculty/Staff Led Study Abroad Packet/Proposal consists of the same objectives presented in a previously approved proposal (within a year).
- (16) “Special Populations of Students” include student-athletes, international students, military, and dependents.
- (17) “Students” includes all current undergraduate and graduate students who enroll in the University-Affiliated International Travel.
- (18) “Travel Advisory” means a travel warning or alert issued by the U.S. government to provide safety and security information to help travelers assess the risks associated with travel to destination countries.
- (a) The U.S. Department of State Travel advisories are categorized in levels:
- (i) Level 1 - Exercise Normal Precautions (Low Risk);
 - (ii) Level 2 - Exercise Increased Caution (Low Risk);
 - (iii) Level 3 - Reconsider Travel (Moderate Risk);
 - (iv) Level 4 - Do Not Travel (High Risk).
- (b) The Centers for Disease Control and Prevention issues Health Notices:
- (i) Level 1 - Watch - Practice Usual Precautions;
 - (ii) Level 2 - Alert - Practice Enhanced Precautions; and
 - (iii) Level 3 - Warning - Avoid All Non-Essential Travel.
- (19) “Unapproved Travel Locations” means all areas designated “Do Not Travel” by the government and Level 4 high-risk locations near “Do Not Travel” regions. Any Level 4 High-Risk regions deemed unsafe to travel by the Vice Provost of Undergraduate Education.

(20) “University-Affiliated International Travel (UAIT)” means any travel by university employees, students, staff, and authorized volunteers to an international destination for educational, research, study abroad programs and experiences, or business purposes (presentations, conferences, workshops, meetings, research, or other professional/community, creative engagement activities) tied to the traveler’s affiliation with the University. UAIT includes travel by groups with affiliation agreements or memoranda of understanding with the university, such as those recognized by student organizations, study abroad programs or experiences, or business purposes, regardless of the funding source.

SECTION 312.5 INTERNATIONAL TRAVEL

Section 312.5.1 Approved Travel

- (a) Travel to a Level 1, Level 2, or Level 3 risk location, must be submitted and approved by OIA and then receive the dean or appropriate administrator’s approval as designated by the Chancellor’s designee.
- (b) The Vice Provost for Undergraduate Education must approve travel to Level 4 High-Risk locations.
- (d) Business travel requests to Level 4 High-Risk countries must demonstrate a highly significant contribution to the University’s research, scholarly productivity, and creative engagement goals.
- (e) The Travel Alert System established by the U.S. Department of State supersedes any decision previously made by N.C. A&T to approve travel to a location with a newly issued travel alert beyond Level 3 Low-Risk locations.
- (f) International students and exchange visitors should consult with OIA before international travel.
- (g) International students and exchange visitors may travel home to countries designated as Level 4 High-Risk at their own risk.
- (h) University-affiliated international business travel in combination with personal travel will be approved for the cheaper of the two flight itineraries for reimbursement. All other personal travel expenses are the responsibility of the traveler.
- (i) Faculty/Staff-Led study abroad application packets approved by the Office of International Affairs and the Dean of a College/School, or the appropriate Vice Chancellor for final approval, must follow the timeline for submission and be pre-approved for travel when the program application is approved. Faculty leaders can begin recruitment immediately, pre-purchase flights, and hotels, also when the application has been approved.

Section 312.5.2 Unapproved Travel

- (a) Denial of travel to Level 4 locations is informed by the following:
 - (1) U.S. Department of State Travel Advisory
 - (2) Overseas Security Advisory Council (OSAC) – fully sanctioned list
 - (3) GeoBlue (International insurance provider) Profiles
 - (4) Smart Traveler Enrollment Program (STEP)–US Embassy or consulate enrollment
 - (5) Centers for Disease Control and Prevention (CDC) warnings.
- (b) The University shall not approve travel to Level 4 High-Risk locations for students unless it is an international student traveling home not on UAIT Business.
- (c) UAIT requests that do not include appropriate support documentation or are not submitted promptly can be denied.
- (d) The University shall not approve travel to countries with partial embargoes unless approved by DORED.

Section 312.5.3 Restrictions on International Travel

- (a) People or entities unaffiliated with the University shall not engage in UAIT without a formal written current and approved affiliation agreement or MOU with NC A&T.
- (b) The University shall not approve travel for faculty, staff, or special student populations to countries with Level 4 High-Risk travel alerts if it is near a “Do Not Travel” location.
- (c) Travel may be terminated or restricted based on the nature of travel alerts, the proximity of international destination to risks, or at the discretion of the Dean of a College/School, or the appropriate Vice Chancellor as the Chancellor’s designee for final approval, or in alignment with UNC System guidelines.
- (d) Travelers requesting to combine personal travel with university-affiliated international business travel must submit all information requested by the University’s Office of International Affairs or the Travel Office and comply with the requirements for both offices.
- (e) University employees shall not take confidential, sensitive, or controlled data as defined in the University’s Information Security Policy outside the United States unless expressly permitted to do so by the Dean of a College/School, or the appropriate Vice Chancellor as the Chancellor’s designee and shall comply with the ITS (Information Technology Services) Access Controls Standard. University cell phones may be taken outside the United States.
- (f) Faculty/Staff traveling with students on a Faculty/Staff-Led study abroad program or Research Abroad Program must provide justification for and final approval by the Dean of

a College/School, or the appropriate Vice Chancellor when traveling to Level 1, Level 2, or Level 3 risk countries to be allowed to travel without or return without a group of students.

- (g) The University shall bear no responsibility for issues or problems that may arise on reentry for international students and exchange visitors traveling to their home country to renew passports or visas.
- (h) The Office of International Affairs or the Faculty/Staff Leader must obtain a student disciplinary record clearance through the Division of Student Affairs when participating in any international travel.

Section 312.5.4 International Travel Expenses

- (a) Travelers and/or academic departments shall bear responsibility for UAIT expenses (see definition).
- (b) The University shall exercise its discretion regarding reimbursing expenditures for international travel arrangements or expenditures made before receiving final pre-approval from the Dean of a College/School, or the appropriate Vice Chancellor.

Section 312.5.5 Safety Abroad for International Travel

- (a) Faculty leaders shall not endorse, encourage, facilitate, or participate in any independent activities that involve high-risk activities.
- (b) Students shall not participate in high-risk activities, whether provider-led or not.
- (c) UAIT shall contact the following as applicable in the event of an emergency involving health or safety:
 - (1) Professional local assistants (i.e., onsite tour director, international destination contact, host family, international coordinator, etc.)
 - (2) The University Police Department at the 24-hour emergency number (336) 334-7675.
- (d) UAITs traveling internationally with university laptops, University mobile phones, flash drives, or any other digital storage devices should follow the N.C. A&T Export Control Travel and [guidelines](#).
- (e) All Faculty/Staff-Led Study Abroad programs must have one NC A&T university full-time, permanent faculty/staff member and a logistical/safety plan is required that provides details for support if a traveler including a faculty /staff leader gets hurt, becomes ill, and is unable to travel.
- (f) All international students and scholars who travel outside of the United States should meet with the Office of International Affairs.

SECTION 312.6 ROLES AND RESPONSIBILITIES

Section 312.6.1 Chancellor's designee

The Chancellor's designee shall provide University-wide leadership and decision-making on UAIT with the support of the Office of International Affairs. The respective Dean of a College/School or the appropriate Vice Chancellor will serve as the designee for their appropriate academic unit and a member of the Chancellor's cabinet or designee shall serve as the Vice Chancellor representative. The Vice Provost for Undergraduate Education (VPUE) will consult with UAIT to make decisions on Level 4 travel.

Section 312.6.2 Office of International Affairs

The Office of International Affairs ("OIA") shall:

- (1) Monitor UAIT and maintain the University's UAIT registry;
- (2) Provide an initial review of international travel programs and UAIT for approval or denial;
- (3) Review all UAIT applications and inform the applicant of the determination; and
- (4) Regularly monitor country travel data to identify health and safety risks, and update risk management ratings as changes occur.

Section 312.6.3 Division of Research and Economic Development, Office of Research Compliance and Ethics

The Division of Research and Economic Development's ("DORED") Office of Research Compliance and Ethics (ORCE) shall monitor the research and compliance approved by the IR board for the University-affiliated faculty, staff, and students while conducting research, scholarship, and creative activities abroad.

SECTION 312.7 COMPLIANCE

Violations of this policy:

- (1) May result in termination or suspension of the travel request, in whole or in part, with a recommendation of the VPUE where such action is reasonable to protect the University or program participants;
- (2) By a university student is subject to the Student Conduct Regulations;
- (3) May subject faculty and staff to disciplinary action, up to and including dismissal in accordance with applicable employment policies;
- (4) That also results in a violation of law may be referred for criminal or civil prosecution;
- (5) Regarding expenses incurred for international travel, it may result in non-reimbursement by the University or a requirement to reimburse the University for any expenditures.
- (6) Regarding academic credit sought with international travel, it may result in non-award of independent study credit, transfer credit, or other course credit.

POLICY HISTORY:

Eff. September 27, 2019

Revised Eff. **April 15, 2024**

AUTHORITY: Chancellor

POLICY OWNER: Provost and Executive Vice Chancellor for Academic Affairs

RESPONSIBLE OFFICE: Office of International Affairs

RESOURCES:

The Office of International Affairs Travel Procedures and Checklist

[NC A&T Export Control and International Travel](#)

[NC A&T International Travel Registry](#)

[NC A&T International Study Abroad Programs](#)

[U.S. Department of State Travel Resources](#)

[U.S. Department of State Travel Advisories](#)

[Centers for Disease Control and Prevention Travel Health Notice](#)

[Smart Traveler Enrollment Program](#)

[World Health Organization](#)